

MEMORANDUM

Engineering Division



Date: April 24, 2006
To: Prospective Architectural / Engineering Consultants
From: Gail Seeds
Subject: Clarification #1, Request for Proposals (RFP) to provide Architectural and Engineering Services for the new Milpitas Senior Center, Project 8176

Please consider this clarification while preparing your response to the Senior Center RFP.

Questions from Pre-proposal Meeting, April 13, 2006, 9:00 a.m., Milpitas City Hall

Q: Will the list of attendees at the pre-proposal conferences be made available?

A: Lists of attendees for both meetings will be posted on the City's website. The lists will also be emailed to the attendees.

Q: How is the HVAC in the existing building?

A: One unit was recently replaced, although we would be interested in considering 100% replacement for the new Senior Center. Portions of the building interior are reportedly difficult to cool/heat uniformly, and restroom ventilation is considered inadequate.

Q: Where are the leaks in the existing building?

A: Leaks have developed in the community room, in the clerk's area, and the adult section. A leak was fixed and carpet replaced near the emergency exit door in the children's area.

Q: Does the remodel have to meet current seismic and building codes?

A: The remodel will be required to meet the building code standards and requirements that are in effect at the time that the plans are submitted for permitting.

Q: Does the building have environmental issues? Has the City done testing?

A: The City has not conducted any testing. Consultants are to rely on their own information and need to verify all conditions to their professional satisfaction. Include such tasks in the proposal.

Q: How should testing of the Library building or its systems be handled?

A: The Library will remain in active use throughout design. Testing must be handled in a manner that allows continued use to occur. Testing can be scheduled for non-public hours as needed.

Q: Which Council members serve on the Senior Center Facilities Subcommittee?

A: The Subcommittee members are Mayor Jose Esteves and Councilmember Debbie Giordano.

Q: Is a pool or swim facility proposed for the new Senior Center?

A: No. The City operates a swim center at the nearby Milpitas Sports Center Aquatics Complex.

Q: Does the City plan to pre-qualify construction contractors?

A: The bidding procedure has not been confirmed. Consultants' recommendations are welcomed.

Questions from Pre-proposal Meeting, April 19, 2006, 10:00 a.m., Milpitas City Hall

Q: Will the City select a consultant based on lowest fee?

A: No. The City is conducting a qualifications-based selection process.

Q: Has an interview date been selected?

A: No. When a date is determined, firms that attended the pre-proposal meetings will be notified.

Q: For the proposal page limit noted in the RFP, may the pages be double-sided?

A: Yes.

Q: The key personnel are to be "dedicated to the project" for its duration. Does this mean that they are assigned to and committed to the Senior Center for the duration, or does it also mean that they are prohibited from working on any other project?

A: It means the former, that they are to remain assigned to and committed to the Senior Center.

Q: Does the architecture of the Senior Center have to match the architecture of City Hall?

A: The architecture and materials are not required to match City Hall, but are expected to be appropriate for the Civic Center complex.

Q: How "green" does the building have to be?

A: A LEED certification is not required nor expected. The building should be efficient and cost-effective. Note that during the programming process, the consultant is to assess inclusion of roof-mounted solar panels, as described in the Scope of Services. If solar panels are added to the project program, the design of such panels would be added to the consultant's scope of work for an additional fee, as stated.

Q: Has the City performed a recent topographic survey of the site?

A: No. Record and background documents regarding construction of the Library, City Hall, Civic Center and proposed improvements at Town Center are available on the website. The City does not warrant the accuracy or completeness of this information.

Q: Have programming studies been performed recently for the Senior Center?

A: A "Senior Needs Assessment" was completed in 2002 and is posted on the website. No further formal studies have been completed.

Q: Does the Senior Center offer adult day care or specialized services?

A: Adult "day care" is not provided. Medical care is not provided, although the Senior Center sponsors various programs (such as blood pressure checks and exercise classes) that support health and well-being. An on-site case manager provides assistance with transportation, housing, in-home health care, and nutrition information as well as social services such as Medicare, Medi-Cal and Social Security. Additional information regarding senior services is available on the City website.

Q: Do the classrooms need to be dedicated to a single function, or multi-purpose?

A: The classrooms at the current Interim Senior Center are oriented toward a typical primary function but also serve other purposes. For example, the Dance Room has dance-appropriate flooring, a mirrored wall and ballet bar. The Art Room has easy-to-clean flooring and a storage closet for art supplies/canvases with a utility sink. Both rooms are also used for other activities.

Q: What kitchen equipment exists at the Community Center building next door?

A: The Community Center kitchen contains a refrigerator, refrigerator/freezer, a wall oven, two electric ranges with oven and burners, a standard two-basin kitchen sink, and a single pot sink.

Q: Is there a list of furnishings at the existing Senior Center that are available to use at the new Senior Center?

A: A furnishings list will be prepared.

Q: Is the design expected to provide additional on-site parking?

A: No.

Q: What design coordination is needed with the adjacent Town Center improvements?

A: As noted in the RFP, the Town Center project is constructing modifications to the existing driveways and circulation that affect the Civic Center's circulation and access. Reference documents that show the modifications are posted on the city's website. The Senior Center project is to include an upgraded walkway on City property along the north side of the Civic Center, from the Veterans' Memorial vicinity to North Milpitas Boulevard. The walkway is to include decorative pavement, illuminated bollards, trees and uplighting. The Town Center developer has executed a cost sharing agreement with the City and will contribute \$92,400 toward the cost of the walkway improvements.

Other questions raised by consultants:

1. Previous pre-proposal attendees: Lists of attendees at previous pre-proposal conferences are posted on the City's website.
2. Funding sources: The project is funded entirely by City funds (Redevelopment Agency/tax allocation bonds). There are no plans to change the budget. No outside funding is involved nor being pursued. In the event that outside funding is considered, the project would need to meet associated requirements.
3. Sample documents: The requirements are as noted in pages 5 and 10 of the RFP. Documents for two different projects may be submitted if desired.
4. Geotechnical services: Are to be included in the proposal as described.
5. Background documents: Most of the background documents are posted on the City website in electronic format. Please contact Gail Seeds if you need hard copies of any of the documents. Please note that the plans posted on the website titled "Milpitas City Hall, Landscape plans, 2002" are a pre-final set and have been superseded; the civic center landscape as constructed contains further modifications. These plan sheets, as well as the other background documents, are provided as background information only. The City does not warrant the accuracy or completeness of these documents.
6. Nearby Senior Housing: The nearby Terrace Gardens complex contains nearly 150 senior housing units and received financing from the Milpitas Redevelopment Agency. Terrace Gardens is located at 186 Beresford Court.

If there are further questions, please contact Gail Seeds at gseeds@ci.milpitas.ca.gov, or by phone at 408-586-3308.

cc: B. Greiner, J. Tagalog, G. Armendariz, G. Seeds, File 8176